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**TEST INFORMATION GUIDE**

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Building/Grounds Maintenance Worker** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. GROUNDS KEEPING****(16 Questions)**

Employees in this job must be knowledgeable of techniques used to keep lawns, plants, shrubs and trees healthy and orderly in appearance. This section of the exam tests your knowledge of various grounds maintenance techniques. Test question topics include:

- Transplanting plants and shrubs;
- Annuals and perennials;
- Tree pruning techniques;
- Lawn cutting, fertilizing and maintenance.

**II. EQUIPMENT OPERATION & MAINTENANCE****(26 Questions)**

Employees in this job must be able to operate various pieces of equipment, perform maintenance work and identify the cause of various equipment failures that may occur when performing maintenance work.. Test question topics include:

- Safe use of lawn and garden equipment;
- Routine equipment maintenance;
- Troubleshooting equipment malfunctions;
- Minor equipment repairs.

**III. JANITORIAL PROCEDURES****(10 Questions)**

Employees in this job are responsible for keeping buildings clean and safe. This section of the exam tests your knowledge of janitorial chemicals, equipment and procedures. Test question topics include:

- Stain removal techniques;
- Identifying the proper use of various janitorial tools and materials (e.g., chemical solutions; chemical applicators; etc.);
- Methods of cleaning fixtures, windows, floors, counters, etc.

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#### **IV. BUILDING MAINTENANCE & REPAIR**

**(26 Questions)**

Employees in this job are required to perform minor construction. This section of the exam tests your knowledge of building trades equipment, techniques and electrical wiring. Test question topics include:

- Using nails, screws and other fasteners;
- Painting techniques;
- Identifying proper uses of various maintenance tools and equipment (e.g., miter; various saws; etc.).